

MUHLENBERG SCHOOL DISTRICT  
Committee of the Whole Meeting Minutes  
December 4, 2019  
Muhlenberg High School  
First Floor Lecture Hall  
[www.muhlsdk12.org](http://www.muhlsdk12.org)

**Call to Order**

The Committee of the Whole Meeting of the Board of Education of the Muhlenberg School District was called to order on Wednesday, December 4, 2019 at 6:48 PM by Board President, Mr. S. Wayne Hardy.

**Members Present**

President – Mr. S. Wayne Hardy  
Vice President – Mr. J. Tony Lupia, Jr.  
Secretary – Mr. Thomas W. Gross  
Assistant Secretary – Mrs. Cindy L. Mengle  
Treasurer - Mr. Richard E. Hoffmaster  
Member – Mr. Garrett E. Hyneman  
Member – Mr. Randall R. Madara  
Member – Mr. Mark J. Nelson  
Member – Mr. Otto W. Voit, III  
Solicitor – Mr. Brian F. Boland, Esq.  
Recording Secretary – Mrs. Patricia L. Law

**Administration Present**

Superintendent – Dr. Joseph E. Macharola  
Assistant Superintendent – Dr. Alan S. Futrick  
Supervisor of Accounts – Mr. Mark Moyer  
Director of Buildings, Grounds and Transportation – Mr. Ken Patterson  
Director of Special Education – Dr. Shawn Rutt  
Behavior Analyst – Mr. Zachary Milch  
Director of Food Services and Nutrition – Mr. Carey Kline  
Director of Technology – Mr. Daniel Houck  
Supervisor of Language Arts and Literacy – Mrs. Cathy Shappell  
Community & Family Outreach Coordinator & Interpreter – Ms. Elizabeth Laviena  
Athletic Director – Dr. Tim Moyer  
High School Assistant Principal – Mr. C. Eric Schaeffer  
Middle School Principal – Mr. Jeffery Ebert  
Elementary Center Principal – Mrs. Krista Venza  
Elementary Center Assistant Principal – Mr. Antonio Mirabito

**Visitors**

Jolyn Casper	Steven Noll
Kevin Wright	Marci Noll
Deidre Lupia	Sammi Noll

## **Educational Presentations**

### **A. Physical Plant Status – Mr. Kenneth Patterson**

Mr. Patterson reported that the MEC security upgrade project is still open with the two biggest punch-list items remaining - the inside vestibule door which required new hardware and lock changes to the principal's office. Those have been completed as of November 25<sup>th</sup> and 26<sup>th</sup>. This will lead to the closing of the project from the general contractor's perspective. Mr. Patterson said a few items that are needed for the library are due to arrive in the middle of December. Some internal punch-list items will lead into part of January. The phone and fax upgrade capital project for MEC is twenty-five percent complete. Mr. Patterson said Frontier will be onsite later in the week to begin the installation of hardware which is the next step of the project. The MEC camera project has seen CSI complete the install of all twenty-four digital cameras with the only thing left to do is to sign-off on the aiming of the cameras and building access permission which should be complete at the end of the second week of December. Mr. Patterson reported that the high school transformer capital reserve project was approved in October and is tentatively scheduled for December 27<sup>th</sup> during the winter break. He said the District also took the liberty of purchasing a new service vehicle which the Board approved in November. A plow and some lettering will be installed on that truck in the next few weeks. The District is also soliciting quotes for two new ten passenger vans to replace two twenty-year old vans currently in fleet. Mr. Patterson said he hoped to have all of the quotes and a proposal for the Board to consider at the January meeting. He said also on the horizon for possible Board consideration are the repair of the grease trap system at MEC, repair work for the middle school chiller, and replacement of the administration building roof which are all part of the District's Capital Plan for this fiscal year.

#### Comments/Questions/Concerns:

*Mr. Voit asked if these were all items that the Board needed to vote on. Mr. Patterson replied, yes.*

*Mr. Madara asked if the grease traps needed to be replaced or cleaned. Mr. Patterson replied, there is a cracked pipe underneath the floor that needs to be repaired and the grease trap will be replaced at that time. Mr. Madara asked if that will be done over the winter break. Mr. Patterson responded no, he will not have the quotes back in time to do that. Mr. Madara asked how it will affect the cafeteria. Mr. Patterson said it does not have any effect on how they are running. It is just something that needs to be taken care of.*

*Mr. Nelson asked if Mr. Patterson will have quotes before the winter break. Mr. Patterson said he does not know if he will have them before winter break or not. Mr. Nelson said so it is not a matter of not having them in time to vote. Mr. Patterson said that is correct.*



**Hearing of Visitors** - Muhlenberg School District taxpayers and residents have an opportunity, at this time, to comment on matters of concern, official action, or deliberation which are or may be before the Muhlenberg School Board. The Board retains the option to accept all public comment at this time. Presentations should be limited to two minutes per person. In the event that the Board determines that there is not sufficient time for residents or taxpayers of the School District to comment, the Board may defer the comment period to the next regular meeting.

*Samantha Noll, an eighth grade student at Muhlenberg Middle School, presented each Board Member with a copy of a book she wrote entitled, "Hi Diary...Girls Like Wrestling, too!". Samantha said she wrote the book because she was being bullied in elementary school because she liked wrestling. She decided to express her emotions through a book.*

The Board recessed at 6:56 PM for an Executive Session to discuss personnel.

President Hardy resumed the meeting at 7:18 PM.

Comments/Questions/Concerns:

*Mr. Voit apologized for comments he made earlier.*

**Board Business**

**Personnel** - (Appointments in accordance with Act 34, Act 151, FBI clearances and I-9.)

**1. Acceptance of Resignations**

Resolved, that the Board of Education of the Muhlenberg School District accept the following resignations:

- a) Ms. Megan Given, English Teacher, Muhlenberg High School, effective upon release from the Muhlenberg School District per PA School Code.
- b) Mrs. Jamie Kratzer, 4<sup>th</sup> Grade Teacher, C. E. Cole Intermediate School, effective December 31, 2019.

**2. Professional Appointments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following professional appointments:

- a) Ms. Erin Anagnost, 4<sup>th</sup> Grade Teacher (A. Edwards), C. E. Cole Intermediate School, effective December 9, 2019, at a prorated salary of \$42,832 (B, 18 Steps from the Top).
- b) Ms. Tara Henschel, Long-Term Substitute English Teacher (I. Vincent), Muhlenberg High School, extension of current assignment through on or about February 3, 2019.

**3. Mentor Assignments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-mentor assignments at the professional rate of \$30.00 per hour for the 2019-2020 school year:

- a) Mrs. Shannon Painter, co-mentor for Ms. Erin Anagnost, 4<sup>th</sup> Grade Teacher, C. E. Cole Intermediate School, for thirty (30) hours.
- b) Mr. Matthew Coldren, co-mentor for Ms. Erin Anagnost, 4<sup>th</sup> Grade Teacher, C. E. Cole Intermediate School, for thirty (30) hours.

**4. Substitutes for the 2019-2020 School Year**

Resolved, that the Board of Education of the Muhlenberg School District approve the listing of substitutes for the 2019-2020 school year as presented.

**5. Classified Appointment**

Resolved, that the Board of Education of the Muhlenberg School District approve the following classified appointment:

- a) Ms. Maria Cedeno, 4 Hour Cafeteria Worker, C. E. Cole Intermediate School, effective December 5, 2019, at a pay rate of \$14.83 per hour.

**6. Completion of Probation**

Resolved, that the Board of Education of the Muhlenberg School District approve the completion of probation for the following classified employees:

- a) Ms. Samantha Mengel, 4.5 Hour Cafeteria Worker, Muhlenberg High School, completion of forty-five (45) day probation as of November 15, 2019, and recommended for permanent employment as of November 16, 2019.
- b) Ms. Amanda Readinger, 3.5 Hour Cafeteria Worker, Muhlenberg High School, completion of forty-five (45) day probation as of November 15, 2019, and recommended for permanent employment as of November 16, 2019.
- c) Ms. Jennifer Neuheimer, Instructional Assistant, Muhlenberg Elementary Center, completion of thirty (30) day probation as of November 25, 2019, and recommended for permanent employment as of November 26, 2019.

**7. Termination of Employee**

Resolved, that the Board of Education of the Muhlenberg School District approve the termination of Ms. Amanda Gring, 3.5 Hour Cafeteria Worker, C. E. Cole Intermediate School, per Article VI of the Muhlenberg Education Support Personnel Collective Bargaining Agreement, effective November 25, 2019.

## **8. Co-Curricular Appointments**

Resolved, that the Board of Education of the Muhlenberg School District approve the following co-curricular appointments (Exhibit A-8):

- a) Mr. Jeffrey M. Law, Varsity Wrestling Assistant Coach (T. Berna), effective November 19, 2019, at a salary of \$3,698 (year 1).
- b) Mr. Gary Pumphrey, Junior High Boys Basketball Assistant Coach (T. Charles), effective December 5, 2019, at a salary of \$3,263 (year 1).
- c) Mr. Colby Blankenbiller, Volunteer Varsity Bowling Assistant Coach, effective December 5, 2019.
- d) Ms. Melanie LaFaver, Volunteer Junior High Cheer Leading Assistant Coach, effective December 5, 2019.

## **9. Request for Extension of Leave of Absence and FMLA Leave**

Resolved, that the Board of Education of the Muhlenberg School District approve the request for an extension to the leave of absence and FMLA leave for the following employee:

- a) Mrs. Iesha Vincent, English Teacher, Muhlenberg High School, extension of Leave of Absence/FMLA, effective January 21, 2020 through on or about February 3, 2020.

## **Management**

*There were no items at this time.*

## **Physical Plant and Transportation**

### **1. Sunday Facility Use Request**

Resolved, that the Board of Education of the Muhlenberg School District approve the following Sunday Facility Use Request (Exhibit C-1):

- a) Varsity Boys Basketball Head Coach, Mr. Tyrone Nesby, use of the Athletic Conference Room on Sunday mornings beginning Sunday, November 24, 2019 through Sunday, February 16, 2020 from 10:00 AM to 11:30 AM for student athlete study hall.

## **Budget and Finance**

### **1. Approval of Financial Reports**

Resolved, that the Board of Education of the Muhlenberg School District approve the following financial reports and that they become part of the permanent record of the meeting:



<b>Fund</b>	<b>Treasurer's Report</b>	<b>Financial Report</b>	<b>Bills Paid Month</b>	<b>Investments</b>	<b>Budget Transfers</b>
General	October 2019	October 2019	November 2019 Ck#46734-46926 V#26136-26171	October 2019	
Cafeteria	October 2019	October 2019	November 2019 Ck#6575-6619 V#2772-2777	October 2019	
Capital Reserve (Fund 32)	November 2019	November 2019	November 2019 Ck#878-881		
Capital Projects Fund (Fund 39)	November 2019	November 2019	November 2019 Ck#1042-1043		
Activity	October 2019	October 2019			

**2. Real Estate Tax Assessment Appeal – General Battery & Ceramic, Corp.**

WHEREAS, on November 6, 2019, General Battery & Ceramic Corp., filed a Real Estate Tax Assessment Appeal regarding the property located at 200 Spring Valley Road, Muhlenberg Township, Berks County, Pennsylvania, Property ID No. 66531809261883 (the "Real Estate Assessment Appeal");

WHEREAS, on November 26, 2019, John E. Muir, Esquire and Kozloff Stoudt, Professional Corporation, Solicitors (the "Solicitors") for the Muhlenberg School District, filed a Notice of Intervention on behalf of the Muhlenberg School District to intervene in the Real Estate Assessment Appeal.

NOW THEREFORE, BE IT RESOLVED, that the actions taken by the Solicitors to intervene in the Real Estate Assessment Appeal are hereby ratified.

**3. Close Student Activity Account**

Resolved, that the Board of Education of the Muhlenberg School District authorize closing the student activity account for the "Class of 2019" and transferring the remaining balance to the Science Club activity account.

**4. Fee Agreement for Special Education Attorney**

Resolved, that the Board of Education of the Muhlenberg School District approve the fee agreement with Sweet, Stevens, Katz & Williams to provide Education

**Student Activities**

*There were no items at this time.*

## **Minutes**

Review minutes of the Committee of the Whole Meeting of November 6, 2019 and the Regular Meeting of November 13, 2019.

## **Old Business**

*There were no items at this time.*

## **New Business**

*There were no items at this time.*

## **Hearing of Visitors**

Presentation is limited to approximately two minutes per person. Should any citizen require more than the two minutes allocated, please contact the Superintendent prior to the meeting. He will coordinate such requests for the Board. Citizens addressing the Board should be aware that the meeting is being taped.

*There were none.*

## **MSD/RMCTC Board Visitor of the Month**

December	Mr. Thomas W. Gross	March	Mr. Garrett Hyneman
January	Mr. Otto W. Voit, III	April	Mrs. Cindy Mengle
February	Mr. Mark Nelson	May	Mr. Richard E. Hoffmaster

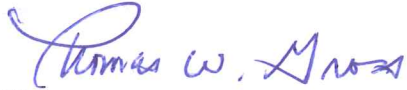
## **Review of Board Meetings and Calendar of Events**

December 4	6:30 PM	Combined Annual Reorganization Meeting; Committee of the Whole Meeting; Regular Board Meeting
January 8	6:30 PM	Committee of the Whole Meeting; Regular Board Meeting
January 13	7:00 PM	RMCTC Annual Organization Meeting
February 5	7:00 PM	Committee of the Whole Meeting
February 10	6:30 PM	RMCTC Board Meeting
February 12	7:00 PM	Regular Board Meeting
March 4	7:00 PM	Committee of the Whole Meeting
March 9	6:30 PM	RMCTC Board Meeting
March 11	7:00 PM	Regular Board Meeting
April 1	7:00 PM	Committee of the Whole Meeting
April 8	7:00 PM	Regular Board Meeting
April 13	6:30 PM	RMCTC Board Meeting
May 6	7:00 PM	Committee of the Whole Meeting
May 11	6:30 PM	RMCTC Board Meeting
May 13	7:00 PM	Regular Board Meeting
June 8	6:30 PM	RMCTC Board Meeting
June 10	6:30 PM	Committee of the Whole Meeting; Regular Board Meeting

**Adjournment**

Moved by Mr. Hoffmaster and Mr. Lupia, that there being no further business to come before the Board, the meeting be adjourned. Meeting adjourned at 7:23 PM.

Attest:



Thomas W. Gross  
Secretary